



**Internship Application Guidelines
Office of Congresswoman Yvette D. Clarke
11th District, New York**

The office of Congresswoman Yvette D. Clarke accepts several interns each semester and during the summer to work in her Washington DC office. Interns assist in general office duties including answering the phones, sorting the mail, logging constituent mail, greeting office visitors and conducting Capitol tours. Interns also assist legislative and press staff on special projects and attend meetings, briefings and committee hearings. Applicants should be professional, organized, willing to learn and able to take direction. Congressional internships are an excellent opportunity for both college students and recent college graduates to gain substantive Capitol Hill work experience. All internships are unpaid. To apply for an internship, please submit the following requirements:

1. Updated resume
2. Statement outlining the internship start and end dates and the times during the day the applicant is able to work
3. Cover letter that includes the following:
 - a. Details of the applicant's relevant work and educational experience;
 - b. Explanation of why the applicant wants to work for Congresswoman Clarke;
 - c. Explanation of the applicant's connection, if any, to the 11th Congressional district of New York; and
 - d. Details of any particular legislative issue the applicant is interested in working on.

Please e-mail these documents as Word attachments to: ResumeNY@mail.house.gov.
NO PHONE CALLS – Please.

Thank you for your interest in interning in Congresswoman Yvette Clarke's office.